

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 022
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE SISA	3. POSITION NUMBER 312-700-1312-XXX	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$5,065 TO \$6,466	
8. SEND APPLICATION TO: EMS Authority Attn: Patricia Czoberek 10901 Gold Center Drive, STE 400 Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible			
	11. PUBLIC PHONE NUMBER (916) 431-3669			
	12. CALNET NUMBER		14. FILE BY Until Filled	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). **SROA/Surplus employees are encouraged to apply.** Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled. **"Pending OHR approval"**

ESSENTIAL FUNCTIONS: Under general supervision of the Senior Programmer Analyst (Sup), the incumbent performs a wide variety of complex activities related to project planning, initiation and oversight and serves as the technical project consultant of ESAR-VHP

In order to ensure the effective and efficient integration and operations of the ESAR-VHP project the incumbent:

- Serves as the Overall System Administrator and technical expert by overseeing and facilitating California Medical Volunteers (California's ESAR-VHP system) vendor operations with Department of Consumer Affairs, EMS Authority and county system administrators to collaborate and ensure that contracted benchmark standards are met.

In order to ensure and facilitate routine and disaster system operations:

- Monitors system operations on a weekly basis by creating tracking logs and logging into system to ensure security and other elements are operational and makes recommendations to vendor regarding system improvements.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS:

- Proficiency with XML, HTML and .CSV text language
- Proficiency with Microsoft Desktop Applications including: Microsoft Outlook2000, Microsoft Office2000.
- Ability to work effectively under tight time constraints, client demands, and the pressure of multiple deadlines.
- Excellent communication skills both written and oral.
- Ability to read and interpret state and departmental policies and procedure manuals.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the area of the application where you enter the position you are applying for. (for example, enter reinstatement, lateral transfer, list eligibility). In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Attention: Patricia Czoberek, Personnel Analyst
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670